



PLANNING & BUDGETING COMMITTEE

September 21, 2017

1:00 -2:30 P.M.

Accounting Conference Room

Facilitator: Rory K. Natividad

Notes: Linda M. Olsen

STATEMENT OF PURPOSE

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that planning and budgeting are integrated and evaluated while driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports committee activities to campus constituencies.

Strategic Initiative – C – Collaboration

Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.

Members

- | | |
|---|--|
| <input type="checkbox"/> Amy Grant - Academic Affairs | <input type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jackie Sims - Management/Supervisors |
| <input type="checkbox"/> David Mussaw – ECCE | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input type="checkbox"/> Greg Toya - Student & Community Adv. |
| <input type="checkbox"/> Alex Ostrega – ASO, Student Rep. | <input type="checkbox"/> Josh Troesh - Academic Senate |

Alternate Members / Support

- | | |
|--|--|
| <input type="checkbox"/> Babs Atane – Support | <input type="checkbox"/> Jane Miyashiro – Support |
| <input type="checkbox"/> Kristie Daniel-DiGregorio – Support | <input type="checkbox"/> Ross Miyashiro – Support |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Jean Shankweiler – Support |
| <input type="checkbox"/> Brian Fahnestock – Support | <input type="checkbox"/> Luukia Smith – Alt. ECCE |
| <input type="checkbox"/> Irene Graff – Support | <input type="checkbox"/> Michael Trevis – Alt. Adm. |
| <input type="checkbox"/> Jennifer Gutierrez - Alt. ASO | <input type="checkbox"/> Steve Waterhouse-Alt. Mgmt/Sup |
| <input type="checkbox"/> Kelsey Iino– Alt. SCA | <input type="checkbox"/> Carolee Jessop-Vakil – Alt. ECCFT |
| <input type="checkbox"/> Art Leible – Support | <input type="checkbox"/> Vacant - Alt., Ac. Affairs |
| <input type="checkbox"/> Ruben Lopez - Alt. Police | <input type="checkbox"/> Vacant – Alt. Ac. Sen |

AGENDA

- | | | |
|---------------------------------|----------------|-----------|
| 1. Minutes 9/7/17 | R. Natividad | 1:00 P.M. |
| 2. PBC Evaluation Preparation | R. Natividad | 1:10 P.M. |
| 3. PBC Mission and Goals review | R. Natividad | 1:20 P.M. |
| 4. College Plan Review | Group | 1:30 P.M. |
| 5. Faculty Hiring Process | J. Shankweiler | 1:40 P.M. |
| 6. Accreditation | J. Shankweiler | 1:50 P.M. |

Next meeting –October 5, 2017

Committee Funds and Financial Terms Glossary

General Unrestricted	Fund 11
General Restricted	Fund 12
Compton Center Related Activities	Fund 14
Special Programs Compton Center Partnership	Fund 15
STRS/PERS	Fund 16
Student Financial Aid	Fund 74
Workers Comp.	Fund 61
Capital Outlay Projects	Fund 41
General Obligation Bond	Fund 42
Property & Liability Self-Insurance	Fund 62
Dental Self-Insurance	Fund 63
Post-Employment Benefits Irrevocable Trust	Fund 69
Bookstore	Fund 51

WSCH =	Weekly Student Contact Hours
BOGFW =	Board of Governors Fee Waiver
FTES =	Full Time Equivalent Students
FTEF =	Full Time Equivalent Faculty
COLA =	Cost of Living Adjustment
OPEB =	Other Post-Employment Benefits
FON =	Faculty Obligation Number

* A complete list is available in the annual final budget book.

Planning and Budgeting Committee 2016-17 Goals

PBC Goals 2016-17 for discussion:

1. Develop an action plan utilizing the college wide evaluation of planning and budgeting process. The evaluation was conducted last year.
2. Review and approve the Comprehensive Master Plan to ensure that they are:
 - a. Supportive of the Mission and Strategic Plan,
 - b. Integrated with other college planning and budgeting,
 - c. Implementable, and
 - d. Achievable.
3. Evaluate the Strategic Plan including Institutional Effectiveness Outcomes and Strategic Initiative Objectives.
4. Review and improve upon the yearly activity calendar.
5. Provide a professional development opportunity for faculty and classified.
6. Seek evidence of constituent group PBC communications in an effort to improve the understanding of committee efforts throughout the campus.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: September 7, 2017

MEMBERS PRESENT

- | | |
|--|---|
| <input checked="" type="checkbox"/> Amy Grant – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Ken Key - ECCFT | <input checked="" type="checkbox"/> Jackie Sims -Management/Supervisors |
| <input checked="" type="checkbox"/> David Mussaw - ECCE | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input type="checkbox"/> Greg Toya – Student & Comm Adv. |
| <input checked="" type="checkbox"/> Jennifer Gutierrez – ASO Student Rep. | <input checked="" type="checkbox"/> Josh Troesh – Academic Senate (telephone) |

Other Attendees:

Alternate Members:

Support: I. Graff, J. Miyashiro, J. Shankweiler, C. Jessop-Vakil

The meeting was called to order at 1:07 p.m.

Approval of the August 17 and August 23, 2017 Minutes

1. The minutes of August 17 and 23 were presented to the committee for approval.
2. The minutes were approved as presented and will be posted to the website.
3. It was announced the information on the college recommendations (50 page document) for this year will be distributed electronically to everyone after the meeting today.

Enrollment Update – J. Shankweiler (handout)

1. It was noted on the enrollment update for September 5, we are only 11 FTES away from where we were last fall. Historically for the last three years out FTES has been decreasing each fall. The FTES goal for the year is 19,510 FTES. We had a goal for fall of 8,654 FTES but currently we are 367 of reaching that goal. The fall goal is based on last fall's FTES (8,580) plus a one percent increase. The reason it is based on this one percent increase is because we are planning for three years ahead and make 20,000 FTES by 2020 to make up for Compton leaving.
2. In summer 2017 we were low by 350 FTES. It has been requested of the deans to add more sections to the winter 2018 session.
3. There will be a bump in FTES as positive attendance is under projected. Second eight-week courses also figure into this total.

Strategic Planning Committee – I. Graff

1. On a related topic, the Annual Planning process will resume shortly. The difference with this new master plan is it will be implementable. In terms of ensuring the plan is implemented, the Strategic Planning Committee will be reconstituted. The committee will be chaired by R. Miyashiro and President D. Maloney. The committee will be kept small to ensure high faculty participation. There will be an increase in the student and classified representatives.
2. The Strategic Planning Committee will be charged with reviewing the next Strategic Plan (the mission vision and strategic initiatives).
3. It was noted the training sessions in the past were not well attended and ended up being more one-on-one sessions of training. To help with training purposes in the future, videos will be used as a resource along with the one-on-one sessions.

College 2017-18 Recommendations – J. Shankweiler

1. The college recommendations were presented and reviewed. It was noted some of the descriptions were complete because of the format of the spreadsheet. It was suggested to go to TracDac to view the full descriptions of the various items as the spreadsheet did not show everything.
2. It was noted you can now look at the title and see where things originated from. The title needs to be used as it provides a history. Color coding is now being utilized and helps to show how the various items relate to the funding sources. The color coding was given a brief overview. It was noted an update of the recommendation report will be sent out to show the items for \$360,000 for safety upgrades.
3. It was clarified that if the item is listed, the item is funded. Two exceptions were mentioned. Facility requests still need to be discussed to see if the requests are feasible. Facilities needs to determine if requests can be completed for the amount of money requested. The amount of money under the Facilities area could very easily change. The next area that has an exception is under instructional equipment. There is money under the 2015/16 year which still has not been spent. Block grant money from last year and this year are also not spent. There may be more instructional equipment items which could be approved.
4. Once the corrected copy of the recommendations has been distributed, this subject will be brought back to the PBC for further discussion.
5. It was noted the approved items need to be sent to the Business Office so account codes can be assigned. Currently the person who use to assign the account codes has retired so it make take a few weeks for the deans to receive their account codes.

Updates

1. A brief update was given on hiring. Both new vice presidents (Administrative Services and Student Services) were approved by the Board of Trustees. They will both start on September 18.
2. The Financial Aid Department has been invited to come and give an update to PBC. PBC will also be working on their annual evaluation from September to October. The Mission Statement and vision will also be reviewed and discussed.

Adjournment – R. Natividad

1. The meeting adjourned at 1:26 p.m. The next meeting will be held on **September 21, 2017** at 1:00 p.m. in the Accounting Conference Room.

RKN/lmo

El Camino College
Collegial Consultation Committee – Annual Evaluation

Please complete the following questionnaire to help evaluate the effectiveness of this collegial consultation committee. Please restrict your comments to committee activities and communications that occurred in the past academic year.

Your candor is appreciated. All responses are anonymous but all comments will be printed verbatim (anonymously) for viewing by fellow committee members and meeting attendees. Thank you for your thoughts!

A. Effective Functioning of this Committee

1. I have the opportunity to:

- a. Participate in a process to review the committee’s purpose.
- b. Review the *Making Decisions at El Camino College* document during a committee meeting.
- c. Participate in goal-setting for the committee.
- d. Review progress on the committee’s annual goals.

2. Overall, I:

- a. Have a good understanding of the committee’s purpose and responsibilities.
- b. Have a good understanding of my role on the committee.
- c. Received a copy of meeting agendas sufficiently in advance to review (and consult, where applicable).
- d. Received supporting materials in advance to review (and consult, where applicable).
- e. Have a regular practice of communicating with the constituents whom I represent.
- f. Received an orientation to this committee when I began my term of membership (e.g., meeting or correspondence with committee chair or other member).

Scale:

Yes

Mostly

No

Not sure or N/A

3. Comments on effective committee functioning.

TEXT BOX

B. Committee Purpose

This committee’s stated Purpose is: “<committee purpose statement here>”

1. To what degree did this committee fulfill its purpose:

Scale:

Very well

Somewhat well
Not very well
Not sure

2. If you marked somewhat or not very well for the committee purpose, please share your concerns, being as specific as possible.

TEXT BOX

C. Annual Goals – How well did the committee accomplish the following:

Scale:

Completed
Mostly completed
Partially completed
Not started
Not sure

1. Goal 1
 2. Goal 2
- etc.

3. Comments on goals.

TEXT BOX

D. Strategic Initiative C

Strategic Initiative C (Collaboration) states that the College will “advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.”

1. To what degree does this committee fulfill the following?

- a. This committee’s purpose statement incorporates the spirit of Strategic Initiative C.
- b. This committee actualizes Strategic Initiative C.

Scale:

Very well
Somewhat well
Not very well
Not sure

2. If you marked somewhat or not very well, please share your concerns, being specific as possible.

TEXT BOX

3. In terms of how well it 1) fulfills its purpose, 2) functions effectively, and 3) works actively toward its goals, what grade would you assign this committee?

A (Excellent)

- B (Good)
- C (Average)
- D (Poor)
- F (Fail)

E. General Information

1. Please indicate the consultation committee you evaluated in this survey?

- Academic Senate
- Calendar Committee
- College Council
- Facilities Steering
- Planning and Budgeting
- Technology Committee

2. Length of time as a member:

- 0-2 years
- 3-5 years
- More than 5 years

3. Role on this committee:

- I represent a constituent group (faculty, staff, students, managers, confidentials)
- I serve a supporting role
- Other (e.g., guest, presenter, spectator)

F. Committee-Specific Questions

<This is where you can include additional questions or those that specifically related to this committee.>

- 1.
- 2.
- 3.

THANK YOU!



**Faculty Position ID
Timeline
2017-18**

In order to prioritize our recommendations prior to the end of the fall semester, listed below is the timeline:

1. August 29-September 22: Deans/faculty work on position requests.
2. Friday, September 22 by 4:00 p.m.: Deans forward an electronic copy of position requests to David Mussaw (dmussaw@elcamino.edu) for data verification.
3. Friday, October 6 by 4:00 p.m.: 30 copies of position request and supporting documentation due to the Office of the VP/AA.
4. Tuesday, October 10, 8:00 a.m.: Copies of division requests and ground rules available for pick up in the Office of the VP/AA.
5. Tuesday, October 17, 2:00-4:30 p.m.: Meeting to review division requests, listen to brief presentations, ask questions, distribute ballots. Location: Stadium Room
6. Friday, October 20 by 1:00 p.m.: Deans and faculty representatives forward their ballots to the Office of the VP/AA.
7. Thursday, November 2, 2:30 p.m.: Final meeting to review priority list.
Location: Stadium Room

Recommendation Name	Expense Category	VP Rank	College Rank	Recommendation Description	Origin/Type of Recommendation	Recommendation Status	Input/Last Revised Date	Anticipated Cost	NOTES & Rationale	Funding Type
AA: NSC Chem 2017-2018 Rec 1	Facilities	1	1	Purchase two safety shutter doors for the stockroom windows.	2017-18	Not Started	03/14/2017	\$ 12,000	manufacturer to check if at code	Safety Money?
AA: LLR LRC 2017-18 Rec 3	Facilities	2	2	Replace the ceiling tiles in the tutoring area on the 2nd floor, west wing of the library.	2017-18	Not Started	01/05/2017	\$ 15,000	Fine Arts has the same request	Facilities & Instructional Equipment Funds (FIEF)
AA: FA 2017-18 Music 2015 Recommendation 9	Facilities	3	3	Install air conditioning in Music 131, 132, 133, and Theatre 155.	2017-18	Not Started	03/17/2017	\$ 4,000		FIEF
AA: BUSI 2017-18 Business Division Safety and Security	Facilities	4	4	To ensure safety and security in the division office, install locks on division doors or card readers at vestibule door and from the break room to the mailroom. AA Note: Math too.	2017-18	Not Started	03/16/2017	\$ 20,000	Just need a simple lock on the door from the work room into the division office. Office staff only to have keys.	FIEF
AA: I&T Yard Lighting 2017-18 ACR, ACRP, ATEC, CTEC 2017-2018 FACILITIES Rec. No. 3	Facilities	5	5	Purchase and install Outdoor Flood Light in the HVACR yard area, the ACRP yard area, the ATEC yard area, and the CTEC yard area, for student safety purposes and the benefit of the programs in the CAT and Construction Buildings.	2017-18	Not Started	02/02/2017	\$ 8,200		FIEF
AA: I&T 2017-18 Construction Technology Motorize three (3) roll-up doors in CTEC building Facilities Rec 7	Facilities	8	8	Working doors are critical to the flow of class production.	2017-18	Not Started	11/17/2016	\$ 60,000	replacement	FIEF
AA: I&T ACR Change CAT building HVAC Repair to HVACR Technology, 2017-2018 FACILITIES - Rec. No. 8	Facilities	9	10	Signage in CAT building needs to be fixed from HVAC Repair to HVACR Technology. We are more than repair!	2017-18	Not Started	10/18/2016	\$ 600		FIEF

AA: FA 2017-18 2016 Film/Video 2011-13 Program Review Recommendation #1	Facilities	12	12	HD digital postproduction facilities for digital post workflows, color grading, VFX, and sound design.	2017-18	Not Started	03/17/2017	\$ 50,000	upgrade electrical for new equipment requested. Possibly Perkins	FIEF
AA: LLR LIB 2017-18 Rec 7	Facilities	13	13	Acquire and install art gallery rail and track lighting in library lobby area for monthly campus and community art exhibits.	2017-18	Not Started	11/17/2016	\$ 6,000		FIEF
AA: HSA_2017-18_Recommendation_Rec #15	Facilities	14	14	To design, develop and install the signage for Murdock Stadium	2017-18	Not Started	03/06/2017	\$ 20,000	Costs seems low. AA Note: cost is onformal estimate from signmaker	FIEF
TOTAL								\$ 195,800		

AA: LLR LRC 2017-18 Rec 1	Furniture	2	1	Purchase 160 new chairs for various areas in Learning Resources	2017-18	Not Started		\$ 50,000		FIEF
AA: NSC Earth Sci 2017-2018 Rec 10	Furniture	3	3	44 chairs each for Nats 206, 218, and 219 = 132 chairs are requested.	2017-18	Not Started		\$ 32,670		FIEF
AA: NSC Bio 2017- 2018 Rec 11	Furniture	4	4	The laboratory chairs in NATS 127 and 129 need to be replaced (72 chairs).	2017-18	Not Started	03/14/2017	\$ 30,000		FIEF
TOTAL								\$ 112,670		

AA: I&T FTECH 2017-2018 EMT Patient Equipment INSTR. EQUIP. Rec 3	Instr. Equipment	2	1	<p>EMS Patient Simulation Equipment:</p> <p>Life-Assist 800-824-6016 www.life-assist.com</p> <p>a) Full Body CPR/ Trauma Manikin (x2): \$2,500 b) Traction Splint Trainer: \$2,000 c) Z-Medica Trauma Trainer (x2): \$500</p> <p>Total: \$5,000</p>	2017-18	Not Started	11/17/2016	\$ 5,000		FIEF
AA: Math CM1 2017-18 Rec 8, CM2 Rec 3, Pre-Engineering	Instr. Equipment	3	2	<p>Purchase four (4) document scanners, two (2) backup document cameras, two (2) LCD ceiling projectors for classroom instruction. Plan regular updates, maintenance and replacement. AA Note: back up equipment for math</p>	2017-18	Not Started	03/15/2017	\$ 10,000	ITS/Media get budget	FIEF
AA: FA 2017-18 Photography Department 2015 Recommendation 1	Instr. Equipment	4	3	<p>Receive funding and installation of a smart classroom/teacher station/digital projector in room Art 15. AA Note: Photography, currently no technology</p>	2017-18	Not Started	03/17/2017	\$ 15,000		FIEF
AA: NSC Astro 2017-2018 Rec 2	Instr. Equipment	5	4	<p>Buy equipment for Astr-12: 12 telescope cameras, 10 spectroscopes, and 2 C-11 telescopes AA Note; replacement pieces for broken items</p>	2017-18	Not Started	03/14/2017	\$ 15,400		FIEF
AA: I&T Administration of Justice Fingerprint & Forensic Supplies 2017-2018 INSTR. EQUIP. Rec 2	Instr. Equipment	6	5	<p>Purchase needed forensic and fingerprint program supplies for instructional use. AA Note: Fingerprint kits</p>	2017-18	Not Started	01/31/2017	\$ 3,100		FIEF
AA: LLR LRC 2017-18 Rec 4	Instr. Equipment	6	6	<p>Purchase new anatomy models to further add to the LRC's model collection for students.</p>	2017-18	Not Started	02/14/2017	\$ 20,000		FIEF

AA: FA 2017-18 Photography Department 2016 Recommendation 19_1	Instr. Equipment	7	7	Purchase four Go Pro Camera Kits for the Photography Department for student use on campus. Each kit will consist of the Go Pro camera \$199.99, head strap \$19.99, tripod \$69.99, smart remote \$79.99, floaty \$19.99, frame \$39.99, floating hand grip \$29.99, San Disc Extreme 32GB \$39.99 for a total of \$499.92.	2017-18	Not Started	03/17/2017	\$ 2,500		FIEF
AA: NSC LSAH 2017-2018 Rec 4	Instr. Equipment	7	8	Purchase new and replacement human anatomy models.	2017-18	Not Started	03/14/2017	\$ 50,000	original request \$80,000	FIEF
AA: FA 2017-18 Dance - upgrade in PE-S Dance Studios	Instr. Equipment	8	9	Purchase/install television monitors, DVD's and VHS, camera's and tripods in the three dance studios in the Women's South Gym rooms PE-S 212, PE-S 230 and PE-S 233. AA Note: mount equipment on carts, for film students, critique and evaluation	2017-18	Not Started	03/17/2017	\$ 15,000	funded 15-16: check with FA division. AA Note: partially funded with camcorders, microphone, tripod, monitors, carts, dvr/dvd, projectors. Still need wifi, smart boards and larger monitors	FIEF funding to ITS
AA: LLR DE/MediaS 2017-18 Rec 1	Instr. Equipment	9	10	Purchase equipment to support faculty development of multimedia for instruction and student engagement in the classroom and online environment. 2 computers, 2 portable video cameras, 1 digital audio recorder, 1 digital photo camera, 2 camera tripods, AA Note: support for DE, Equipment for proposed Instructional Designer	2017-18	Not Started	02/15/2017	\$ 20,000		FIEF funding to ITS
AA: NSC LSAH 2017-2018 Rec 5	Instr. Equipment	9	11	Replace damaged cadavers after installing a refrigerator alarm and pay for their dissection. (\$500 for sensor, \$12,000 for two cadavers, \$3500 for dissection)	2017-18	Not Started	03/14/2017	\$ 16,000		FIEF

AA: FA 2017-18 Art Recommendation 2 - Opaque Projectors	Instr. Equipment	9	12	Purchase two Kopykake Kobra K5000 artist opaque projectors for use in ARTB 218. Estimated cost= \$1500 AA Note: enlarge drawings. Replacements	2017-18	Not Started	03/17/2017	\$ 1,500		FIEF
AA: HSA_Kin/Ath_2017-18_Rec #7; HAS_SRC/Adaptive PE Rec #10	Instr. Equipment	9	13	Continue to repair and/or purchase new exercise equipment to meet the needs of our students in their exercise programs. The needs are as follows; * Replace two older Landice treadmills with more durable and heavy duty treadmills. *Purchase a new Concept 2 Rower, Model D w/PMS Monitor. *Replace 2 older Cateye recumbent bikes with 2 new Sci Fit Recumbent ISO1000R Models. *Replace Seat Tracking mechanism of Star Trac Dual Instinct- Leg Press/Calif Press resistance machine. *Purchase software-Exercise Pro. Upgrade version 3 to 6. Concurrent network license. *Purchase six Heart Rate wrist monitors. * ADA Compliant Pool Lift	2017-18	Not Started	12/19/2016	\$ 21,000	delete pool lift: per G. Greco they have needed lifts	FIEF
AA: I&T Fashion 2017-2018 Additional Sewing Machines INSTR. EQUIP. Rec 6	Instr. Equipment	11	14	Purchase additional single needle sewing machines for the fashion lab. AA Notes: 5 machines, need to add tax and shipping	2017-18	Not Started	03/01/2017	\$ 5,000		FIEF
AA: I&T Architecture Laser Cutting Machine 2017-18 INSTR. EQUIP. Rec 7	Instr. Equipment	14	15	Laser cutting machine for Student Model Projects.	2017-18	Not Started	11/30/2015	\$ 5,000		FIEF
AA: FA 2017-18 Art Gallery #2 Equipment	Instr. Equipment	15	16	Purchase one Epson Powerlite Projector video projector and related equipment. AA Note: multimedia art presentations	2017-18	Not Started	03/17/2017	\$ 3,000		FIEF

AA: FA 2017-18 Music 2017 Recommendation 1	Instr. Equipment	16	17	Install, upgrade, and/or repair smart classroom components in Music Rooms 106, 125, 131, 133, 134, and 203 and TH 155. AA Note: some have no technology and some are not functional; Computers, doc cameras, projectors.	2017-18	Not Started	03/17/2017	\$ 120,000	Room 203 and 106 approved in 2015-16 allocation. AA Note - funding was initially granted but then pulled. Music 203 installed. No other rooms.	FIEF funding to ITS
AA: I&T Fashion 2017-2018 Retail Mannequins INSTR. EQUIP. Rec 11	Instr. Equipment	18	18	Purchase two retail mannequins to be used in the Visual Merchandising class and during the fashion show. They also can be used to showcase student work in our display window. AA Note; cost seems low	2017-18	Not Started	03/01/2017	\$ 1,200		FIEF
AA: NSC Chem 2017-2018 Rec 6	Instr. Equipment	18	19	Purchase a new ice machine.	2017-18	Not Started	03/14/2017	\$ 5,000		FIEF
AA: FA 2017-18 Photography 2017 Recommendation 8	Instr. Equipment	19	20	Purchase a new Arkay RC2100 Print Dryer for the Photography Department wet lab. AA Note: replacement	2017-18	Not Started	03/17/2017	\$ 2,500		FIEF
AA: NSC Chem 2017-2018 Rec 7	Instr. Equipment	21	21	Purchase 20 Vernier Labquest2 Tablets. AA Note: 2nd set.	2017-18	Not Started	03/14/2017	\$ 10,000		FIEF
AA: FA 2017-18 Music 2017 Recommendation 2	Instr. Equipment	22	22	Purchase musical instruments and equipment to be used by students in instrumental ensembles and the applied program. AA Note: concert tuba, flugelhorn, bass clarinet	2017-18	Not Started	03/17/2017	\$ 35,000		FIEF
AA: NSC Physics 2017-18 Rec 9	Instr. Equipment	23	23	Thermal Imaging Camera Smart Phone Plug-in.	2017-18	Not Started	03/14/2017	\$ 400		FIEF
AA: NSC Astro 2017-2018 Rec 12	Instr. Equipment	25	24	Buy 2 Armillary spheres.	2017-18	Not Started	03/14/2017	\$ 3,750		FIEF

AA: FA 2017-18 Art 2017 Recommendation-Furnaces	Instr. Equipment	26	25	Replace furnaces in Art: MIFCO, Speedy Melt B- 301, New Raku Kiln, Enameling Kiln Vcella Model 12 AA Note: 4 furnaces (bronze and ceramic)	2017-18	Not Started	03/17/2017	\$ 50,000		FIEF
AA: NSC Physics 2017-2018 Rec 8	Instr. Equipment	27	26	Purchase an RSpec digital spectrometer to be used for real-time spectroscopy of gases.	2017-18	Not Started	03/14/2017	\$ 800		FIEF
AA: NSC Earth Sci 2017-2018 Rec 13	Instr. Equipment	29	27	2 Metsker Geochron maps for classrooms Nats 206 and 218	2017-18	Not Started	03/14/2017	\$ 3,490		FIEF
AA: I&T ARM 2017-18 Motoman Robot Arm INSTR. EQUIP. Rec Number 1	Instr. Equipment	17	32	Add a Motoman HP50 robot arm for automated material removal. AA Note: SWP funding	2017-18	Funded SWP	04/03/2015	\$ 80,000		SWP
AA: I&T ARM 2017-2018 Universal Robot INSTR. EQUIP. Rec Number 4	Instr. Equipment	20	33	Purchase UR5 Universal Robot AA Note: SWP funding	2017-18	Funded SWP	02/27/2017	\$ 35,000	stand alone item, tabletop AA Note-Stand alone unit that runs on 120 V was outlet and has a 30" cube work zone. It can be mounted on a table, cart or an a machine tool. Does not require installation.	SWP
AA: I&T ARM 2017-18 Sodick EDM Hole Driller INSTR. EQUIP. Rec 8	Instr. Equipment	24	34	Purchase Sodick EDM hole driller. AA Note: attachment to existing equipment; SWP funding	2017-18	Funded SWP	02/27/2017	\$ 35,000		SWP
AA: I&T ARM 2017-18 Inspection System INSTR. EQUIP. Rec Number 5	Instr. Equipment	28	35	Purchase Micro-Vu Digital Inspection System AA Note: SWP funding	2017-18	Funded SWP	02/27/2017	\$ 20,000		SWP

AA: HSA_Nursing - 2017-2018 Program Review_Rec #20 & Rec #21	Instr. Equipment	30	36	Purchase new and up-to-date Human Patient Simulators for the Simulation Laboratory. Simulation Lab Equipment Maintenance and Warranties. To purchase yearly maintenance agreements and warranties.AA Note: replacements. SWP funding	2017-18	Funded SWP + \$32,985 for Perkins	03/01/2017	\$ 245,000	Get 3-5 year warranty. SWP only if purchased with mannequins at same time	SWP
Total								\$ 854,640		

AS: Campus Police/Patrol 2017-18 Rec 1A	Non-Instructional Equipment	1	1	Replacement of Department's Computer Aided Dispatch and Records Management System (CAD & RMS)	2017-18	Rec Fund Safety Credits		\$ 101,500	<p>The ECPD is part of a consortium of agencies (Hawthorne PD, Gardena PD, Manhattan Beach PD, Hermosa PD, El Segundo PD, Inglewood PD & Culver City PD) that all share the same Computer Aided Dispatch (CAD) and Records Management System (RMS). This computer system has been the foundation of the police department's operations since 2001 and is involved in every aspect of the department's daily operations. As such it is the one of the most important systems to the PD, second only to the communication systems (i.e. 9-1-1 & Radios). The lat year the consortium was notified by the vendor (Tri-Tech/Tiburon) that current software is End of Life and support will end at the end of 2017. To compound the issue, the system is has only been updated once in 16 years and is extremely outdated. A requirements document was drawn up with the input of all the stakeholders and formal</p>	safety credits

AS: Campus Police/9-1-1 Communications 2017-18 Rec 2	Non-Instructional Equipment	7	2	Radio System Controller Replacement (9-1-1 Communications Bureau) (Roll over) Replacement of the existing Motorola public safety radio control system supporting all radio channels on the campus.	2017-18	Rec Fund Fund 11		\$ 198,000	<p>Current radio control server/software system has reached its end of life and has been discontinued by Motorola. The control system has been in place since 2007 and has been upgraded several times over its life time. However, parts are now becoming hard to find, system is not able to support the new campus digital radio channels , the software does not support current operating systems (security issue) and will limit the ability for the department to communicate on the the future South Bay area wide public safety radio system currently being installed by our regional partners.</p> <p>This radio control system provides the backbone for our communications center by allowing the dispatchers communicate on all campus radio frequencies, monitor field units, record transmissions, connect the Compton campus radio frequency to the main</p>	One-Time Funds Needed - fund 11
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AS: Campus Police/Parking Bureau 2017-18 Rec 3	Non-Instructional Equipment	4	3	Replacement Shuttles & Run About Vans (Parking Bureau) (Rollover)	2017-18	Rec Fund		\$ 57,000	<p>Replacement of three existing electric PD golf carts and two shuttles that are no longer able to be repaired. These carts are used daily for parking operations and have had every major component replaced at least once, unfortunately the frames/supports are breaking and are not able to be welded. These carts are essential to providing support to our students and helping to get them to class on time as well as to their cars safely.</p> <p>Replacement of the existing 2001/2000 Ford Windstar passenger vans with like sized Ford Van, these vans are used for staff (includes campus staff not just the PD) to attend events, support student outreach programs and do not need special driver's licenses to operate like the much larger PE vans. These are also used to provide campus escorts to students/staff during inclement weather such as excessive heat or rain.</p>	One-Time Funds Needed (Augmentation) Fund 11
AS: Facilities 2017-18	Non-Instructional Equipment	9	4	Purchase new buggy for mail carrier position. Current cart is beyond its useful life.	2017-18	Rec Fund		\$ 20,000	The new cart will maintain the delivery of mail to all divisions.	One-Time Funds Needed (Augmentation) Fund 11

AS: Campus Police/Patrol 2017-18 Rec 1B	Non-Instructional Equipment	8	5	Replacement of Police department's data connection to the La County Sheriff's in support of the new Computer Aided Dispatch and Records Management System (CAD & RMS)	2017-18	Not Started		\$ 700	Replacement of the existing T-1 data connection the La County Sheriff's for law enforcement data systems. This current connection is extremely slow (300 kbps), has been in operation for 16 years and does not come close to meeting the needs of the department. The LASO is recommending a minimum 5mbps/5mbps to support the data services.	Ongoing or Permanent funds needed (Enhancement) - fund 11
AS: Campus Police/Patrol 2017-18 Rec 2	Non-Instructional Equipment	6	7	Portable Self Contained Surveillance Trailer (Patrol Bureau) Purchase and deployment of two security trailers. (\$65,000 each) Including a monthly cellular data plan for the cameras to get back to the campus recording servers.	2017-18	Partially Completed SWACC Money Safety Credits		\$ 65,000	Trailers will be used in areas of the campus for safety and security of students and staff. Trailers will provide for on the rapid mobile deployment of video recording. These areas include but are not limited to providing supplemental coverage for hot spots, or areas that are not covered by existing cameras.	Ongoing or Permanent Funds Needed (Enhancement) Safety Credits

AS: Campus Police/Patrol 2017-18 Rec 7A	Non-Instructional Equipment	10	9	Campus Camera Refresh/Deployment Phase 1 – Replacement of existing cameras at existing locations (First tab)	2017-18	Not Started		\$ 240,000	<p style="text-align: center;">Campus Camera Refresh/Deployment (Phase 1)</p> <p>A spreadsheet has been compiled by PD identifying the locations & make/model of the necessary replacement cameras. ITS has added to the spreadsheet the supporting network gear & associated IDF needed to support the devices whether if they be new locations or replacement of ancient gear. Keep in mind this project will be broken up in to two sections: First, Equipment only (Cameras, Licenses, converters etc.), the installation of the cameras will be handled in house as such per Purchasing’s direction the “normal” requisition process will utilized. Second, Services for Cable Drops will be necessary for a cable contractor to pull cable, install conduit, and j boxes/mounting points were needed (Similar style to the retrofit of the ABS building for phones). The services for cable drops supporting the cameras will be</p>	One-Time Funds Needed (Augmentation) Fund 15-safety
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AS: Campus Police/Parking 2017-18 Rec 4	Non-Instructional Equipment	5	11	Traffic Control Equipment Replacement/Replenishment (Parking Bureau)	2017-18	Fund SWACC Safety Credits		\$ 106,000	<p>Replacement and replenishment of the PD traffic control equipment lost/stolen/abused/run over, over the past several years. The replacement equipment must meet DOT safety requirements and provide for high visibility in all lighting conditions such as day/night/inclement weather. Replacement equipment includes; barricade trailer to store and transport all equipment, replacement special services truck (currently a 2001 F-350 Super Duty), 500 reflective traffic cones, 30 reflective barricades, 20 reflective "A" frames, 30 traffic safety vests, 30 yellow safety jackets (assorted sizes), replacement traffic sign trailer. This equipment is used in all areas of the campus to help maintain the safety of the students, staff and visitors to direct the flow of traffic and avoid hazards. The existing sign trainer is now over 14 years old and is no longer used.</p>	One-Time Funds Needed (Augmentation) Safety
AS: Campus Police/Patrol 2017-18 Rec 8A	Non-Instructional Equipment	11	13	Campus E-Pole Refurbishment o Phase 1 – Standardization of existing blue poles & tie in of e-poles to informacast	2017-18	Not Started		\$ 80,000	<p>Campus E-Pole Refurbishment/Standardization A spreadsheet has been compiled by PD identifying the parts needed to standardize and modernize the E-Poles. ITS has added to the spreadsheet the supporting network gear & associated IDF, as well as connection types/cables needed to support the poles. FPS has provided support to identify any special needs to support the new locations (IE conduit, power, mounting considerations). Phase 1 - \$80,000.00 (Does not include...)</p>	One-Time Funds Needed (Augmentation) Fund 15-safety
TOTAL								\$ 868,200		raft August 26, 2017

SCA: OASR Student Support Services 2017-18 Rec 3	Other	2	1	College Nights (Two Events)	2017-18	Rec Fund		\$ 30,000		fund 11
AA: Academic Senate 2017-18 Rec 1	Other	6	2	Increase Academic Senate Reassigned Time	2017-18	Rec Fund	04/26/2017	\$ 10,000	Increase Senate reassigned time from 1.7 FTES to 2.0 FTES. An increase of 0.3 FTES.	fund 11
SCA: COUNS 2017-18 Rec 3	Other	6	3	Increase Transfer Center Transportation Budget	2017-18	Rec Fund		\$ 15,000		fund 11
AA: BUSI 2017-18 Business Division Student Networking	Other	11	13	Fund speaker events to bring professionals from industry and business owners to speak to students and to provide networking opportunities for students. AA Note: Lunch and Learn; Meet the professionals; refreshments for students, guests	2017-18	Funded SWP	03/15/2017	\$ 5,000		Strong Workforce funding.
AA: Humanities English 2017-18 Recommendation 10	Other	11	14	Expand Integrated Reading and Writing Courses (see Analysis of IR and Planning Data) AA Note: Collapse R-W into integrated classes- special assignments; faculty collaboration	2017-18	Funded BSSOT	01/05/2017	\$ 25,000		Basic Skills Outcomes grant

AA: BUSI 2017-18 Business Division Improve Enrollment with Marketing and Promotion	Other	12	15	Promote programs through college and community outreach and advertising. Hire special service professionals or allow current faculty release time to increase awareness of the programs within the Business Division and to promote the courses to local high schools, industry and the community and to assist in placement of students in discipline specific jobs upon program completion. In order to promote Business Division programs update, develop and maintain marketing materials for course offerings, certificates and degree programs. Contract with external marketing company to develop and produce videos, printed marketing materials, ECC logo promotional items, such as pens, post-it notes, etc., to distribute at high school outreach and other community events.	2017-18	Funded SWP	03/15/2017	\$ 50,000	Marketing Company;	Strong Workforce funding.
TOTAL								\$ 135,000		

AA: LLR LIB 2017-18 Rec 3	Software/Hardware	1	1	Add five charging stations throughout the library building to accommodate student needs for charging various devices.	2017-18	Not Started	11/17/2016	\$ 6,000	Ok	FIEF
AA: LLR LRC 2017-18 Rec 5	Software/Hardware	2	3	Purchase a computer to replace the large TV screen monitor that still has XP operating system.	2017-18	Not Started	02/14/2017	\$ 3,000	Ok	FIEF
AA: I&T ACRP 2017-18 - I-CAR Curriculum and Student Certification SOFTWARE/HARDWARE Rec 2	Software/Hardware	3	2	Purchase and add I-CAR PDP-EE (Professional Development Program - Education Edition) curriculum and student I-CAR Platinum certification to existing curriculum	2017-18	Not Started	03/01/2017	\$ 10,100		FIEF
AA: Math CSCI 2017-18 Rec 1	Software/Hardware	4	1	Purchase 2 carts with 25 laptops each to create 2 mobile labs. Plan regular updates, maintenance and replacement. AA Note: higher power computers for CS classes	2017-18	Fund Perkins (\$87,000)	03/15/2017	\$ 150,000		Perkins CTEA funding
AA: FA 2017-18 Art Recommendation 2 - 2D, Digital, Drawing, etc. Printer Service Contracts	Software/Hardware	5	1	Printer service contracts for: ArtB 217 (two printers; FilmMaker 4 Xante and Epson V600 photo scanner) ArtB 211 (four printers: HP laserjet 5200dtn and 3 xerox and 5 Epson scanners 10000XL and V600) ArtB 218 (one printer Hp laserjet 700M712 + 3 scanners) ArtB 215 (one printer: one HP laserjet 5200tn and an Epson scanner) ArtN 133 (two 3-D printers, 2 scanners: not supported by software company) Estimated cost= \$10,000 yearly	2017-18	Not Started	03/17/2017	\$ 10,000	not standard office printers, used in Art instruction. Check to see if this is new. AA Note: old equipment and wearing down from heavy usage. There have not been service contracts in the past.	FIEF funding to ITS/FA
AA: FA 2017-18 Laptop computers for forensics	Software/Hardware	6	2	Purchase three computers for the forensics team	2017-18	Not Started	03/17/2017	\$ 3,600		FIEF

AA: NSC Chem 2017-2018 Rec 17	Software/Hardware	8	17	3 Printers are needed for the Chemistry Department (note--two are instructional, and one is non-instructional (for stockroom technician use). AA Note: replacements	2017-18	Not Started	03/14/2017	\$ 2,000		FIEF
AA: I&T Administration of Justice 2017-2018 SOFTWARE/HARDWARE Rec 3	Software/Hardware	9	3	Purchase laptop computers to be installed in the AJ 135, Report Writing classroom in order to simulate conditions of the work environment. These computers are needed so that the students can best utilize newly acquired software.	2017-18	Not Started	01/31/2017	\$ 20,000	Strong workforce or CTEA?	SWP
AA: HSA_Health Center_2017-18_Rec #13	Software/Hardware	10	13	Software recommendation 1_electronic medical records. To implement electronic medical records (EMR). This has been an ongoing recommendation. This has been supported in the previous year by the VP. The issue has been the facility, support for the implementation by IT. 40,000 initial fee. 30,000 a year annual fee after that.	2017-18	Funded Student Health Fee	02/02/2015	\$ 40,000	Can Health fee increase pay for this? AA Note: Yes, it will.	Health Center fees
AA: I&T Architecture 2017-18 Program Review SOFTWARE/HARDWARE Rec 4	Software/Hardware	11	4	Provide additional Computers (10) in Laboratory. These are necessary for student project development and to adequately utilize computer usage in architecture design and plans. They will also be used for the Environmental Technology classes.	2017-18	Not Started	03/31/2016	\$ 20,000		FIEF
AA: I&T ATEC 2017-2018 OBD 2 Snap-On 4-channel lab scope/scan tools SOFTWARE/HARDWARE Rec 5	Software/Hardware	14	5	Need 8 new Snap-On Versus (or Modis) 4-channel lab scope/scan tools to properly access, analyze and diagnose modern Controller Area Networks (CAN) on board all vehicles from 1996 to present.	2017-18	Funded SWP	09/22/2016	\$ 50,000	Strong Workforce funding - Yes.	SWP

AS: WiFi 2017-18	Software/Hardware	1		Provide campus WiFi infrastructure redundancy, capacity, coverage, and uniformity.	2017-18	In Progress/ Funded		\$ 1,060,000	In Progress - not completed from last year Campus questionnaires and technology needs from PlanNet, Jan 2015 paragraph 6.1.3 have indicated that a more robust wifi offering by El Camino College for academic delivery is needed. Initial proposal received, awaiting final cost estimates from vendor.	One-Time Funds Needed (Augmentation) Fund 15
AS: Firewall & VPN 2017-18	Software/Hardware	12	3	Current firewall system does is approaching end of life, has reduced capability of protecting internal and external network from new generation of attacks, malware, viruses, and cloud focused or based threats, etc. Current VPN system and VPN concentrator are not compatible with WIN 10 eliminating the ability to provide VPN as needed to staff and faculty.	2017-18	Partially Funded		\$ 1,000,000	Upgrading firewall and VPN systems will allow ECC to maintain protection from increasingly viral and malicious external and internal threats while providing for better VPN access compatible with current operating systems.	One-Time Funds Needed (Augmentation) Fund 15

AS: Network Services 2017-18	Software/Hardware	13	2	Phased replacement of El Camino College campus network switches that are soon to become End of Life by manufacturer	2017-18	In Progress/ Partial funded		\$ 600,000	Technology manufacturers produce and support software and hardware versions of equipment for a defined period of time. Currently El Camino College has a large number of network infrastructure routers that are approaching the end of the period of time the manufacturer will support the models. The manufacturer no longer provides the necessary software compatibility to keeps these devices up to date with the current and future business demands. Project expanded due to need of the new WiFi system capacity requirements.	Scheduled Maintenance
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AS: Campus Wide document management system & eSignature	Software/Hardware	14	2	Provide a single document management system scalable for all departments on ECC. Procurement will issue RFP for the single system. Create technical specifications for RFP to procure an electronic signature product/application.	2017-18	Partially Funded		\$ 1,000,000	Provide a single standardized system will allow reduction in costs from current approach of 2-3 different systems being funded by different departments. Secondary cost for conversion of older systems as needed and scanning of existing documents (HR, Student, Finance, etc.) Reducing disparate systems to single standardized system will improve overall records retention and accessibility. Additional software packages are required for any Health related forms an for engineering diagrams and Blueprints for Facilities. Provide electronic signature capability to all offices and departments to reduce paper processing and increase eCommerce capabilities.	One-Time Funds Needed (Augmentation) Fund 15
AS: Document Archiving 2017-18	Software/Hardware	15	2	Archive and save hard copy documents for storage, retention and searchable ability.	2017-18	Funded		\$ 500,000	Space required and deterioration of paper copies make it important to convert to electronic documents for long term retention and access. HR, A&R this year.	One-Time Funds Needed (Augmentation) Fund 15

AS: Desktop computing program 2017-18	Software/Hardware	16	4	Create and institute an annual computing and network replacement program to ensure student learning experience meets the ECC Vision and mission expectations.	2017-18	In Progress/ Funded		\$ 500,000	A standardized program to replace computing systems at end of life is underway. The previous plan is when a building is built, then new computers are added in bulk. This sets up potential of all the same systems failing within a short time of each other and not having a replacement process in place to alleviate that risk. The same risk and process occur with networking systems in the buildings. Classroom	Ongoing or Permanent funds needed - FIEF
AS: ERP Self Services 2017-18	Software/Hardware	17	1	ECC Owns basic ERP Self-service components. ECC should deploy Student (SIS) Self services for Student, FINAIN and Employee Self Service for HR	2017-18	Funded		\$ 40,000	Deploying basic self services would allow implementation of several of ECC's enrollment management capabilities. 50000 of that 30,000 can be picked up by Fin Aid and \$10,000 by ITS	One-Time Funds Needed (Augmentation) Fund 15 + BFAP
SCA: IRP 2017-18 Rec 4	Software/Hardware	3	1	Purchase Nuventive Advanced Insight for data gathering, workflow, & documents for accreditation	2017-18	Rec Fund?		\$ 15,000	Ok	Fund 15 - other
SCA: COUNS 2017-18 Rec 2	Software/Hardware	1	1	Purchase/install a more sophisticated scheduling system	2017-18			\$ 50,000	Replace SARS SSSP Funding	SSSP
SCA: SSS 2017-18 Rec 5	Software/Hardware	3	3	Computer Monitoring Software for Assessment Lab	2017-18			\$ 1,255	SSSP Funding	SSSP
AA: FA 2017-18 Division Office 2015	Software/Hardware	3		Replace 3 Dell computers and 1 iMac computer for faculty workrooms (MU 204F and Art B20). Add color printer AA Note: Adjunct faculty workroom	2017-18	Not Started	03/17/2017	\$ 15,000		FIEF
TOTAL								\$ 5,095,955		raft August 26, 2017

SCA: South Bay Promise		1		Clerical assistant for the South Bay Promise.	2017-18	Fund A&R retirement		\$ 40,000	use funding from A&R retiring clerical assistant (range 22)	Fund 11
HR: Staff and Student Diversity 2017-18	Staffing		1	FT Investigator	emerging need	Not Started		\$ 105,000	Administrator salary range 11.	
TOTAL								\$ 145,000		

				Facilities & Instructional Equipment						\$1,305,810
				Fund 11 (staffing not included)						\$330,700
				Fund 11 - Scheduled Maintenance						\$600,000
				Categorical Funding						\$806,255
				Fund 15 - technology						\$3,600,000
				Fund 15 - safety						\$320,000
				Fund 15 - other						\$15,000
				Safety Credits						\$272,500
				total						\$7,250,265